



EMPLOYMENT OPPORTUNITY

RECREATION AIDE

(Unclassified/ Part-time)

Recruitment Number: 04-073

Salary: \$8.32 - \$10.11 / Hour

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS
THROUGH 5 PM, FRIDAY, AUGUST 27, 2004

POSITION SUMMARY

The City of Chula Vista Recreation Department currently has several openings for the position of Recreation Aide. These entry-level recreation employees generally work between 10 – 30 hours per week and are assigned to a variety of recreation facilities, which include the City's pools, playgrounds, community centers, ball fields and gymnasiums. Candidates should be available and willing to work weekdays afternoons and evenings and all day Saturdays, Sundays and holidays. During the summer, assignments may include day, evening and night schedules. **NOTE:** Successful completion of a criminal background check for individuals over the age of 18 and a negative test for TB will be required prior to reporting for work.

ESSENTIAL FUNCTIONS

Under general supervision, a Recreation Aide checks out equipment to the public; advises patrons of regulations governing the use of recreational facility; makes minor repairs and maintains basic equipment; meets and gives general information to the public; acts as a group leader, referee, or score keeper in a variety of games and recreational activities; assists with instructional and recreational swimming programs; assigns lockers and maintains security of locker rooms; maintains supplies; assists in the operation and maintenance of a recreational area (such as cleaning, mopping); acts as cashier; collects money and keeps routine records; performs simple typing; and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience – Completion of the tenth grade and at least 15 ½ years of age at time of application. Experience working with children is desired, but not required. **NOTE:** Those students under the age of 18 years old who attend high school must acquire a valid work permit issued by the local board of education/school district while school is in session. Employment will not start until a valid work permit is provided.

Knowledge, Skills and Abilities – Ability to: read and write; follow written and oral instructions; work cooperatively with the public and other employees; read, write, speak and understand the English language; communicate positively and effectively with individuals of all ages; work days, nights, weekends and holidays.

PHYSICAL DEMANDS

Candidates for this position must be able to do the following: read, write, and verbally communicate; work cooperatively with the public and other employees; possess sufficient eyesight to supervise participants in large indoor and outdoor areas under mixed lighting conditions; physical ability to lift, bend, run, play and/or officiate organized games; possess sufficient hearing to communicate with participants and staff in large indoor and outdoor areas under noisy conditions; communicate positively and effectively with individuals of all ages; work indoors and outdoors under a variety of weather conditions; work on a variety of natural and artificial surfaces including grass areas, dirt, sand; complete handwritten forms, reports, and statistical information; ability to monitor facilities inside and out on a continuous basis; must have the manual dexterity and strength to push, pull and store equipment which may weigh up to 60 lbs.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail. **NOTE:** This recruitment will remain "open" on a continuous basis through August 27, 2004, and testing will occur periodically throughout that time as openings occur. All applications for this position will be maintained for this period only. If you are invited to an interview, you will receive a notice from the Recreation Department.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to MediCare). The City and the employee each contribute 3.75% of the employee's salary to PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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